

# **TUNNEL CENTRAL CONTROL SYSTEM**

## **SECTION 7**

### **EVALUATION PROCESS**

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## **SECTION 7 EVALUATION AND AWARD PROCEDURES**

This section defines the evaluation and award procedures for this Request for Proposals.

### **7-1 EVALUATION PROCESS**

- A. The evaluation process is designed to award the contract to the proposer whose proposal best meets the requirements of this RFP. The final selection, if any, will be based upon the Technical Review Team's recommendation after analysis of each proposer's financial status, References, Management Proposal, Relative Experience, Technical Proposal, Cost elements of the proposal, Oral Presentation and Client Site Visit.

#### **7-1.1 Evaluation of Written Proposal and References**

- A. The Evaluation Team will evaluate written proposals and conversations with reference clients.
- B. Proposers receiving a failing score for either the Financial Business Requirements or Business References sections will be viewed as not meeting the minimum mandatory requirements and will be eliminated from further consideration.
- C. For Proposers meeting the Financial Business Requirements and Business References, evaluation criteria for their proposals will include:
  - 1. Understanding of project requirements
  - 2. Proposed project approach and methodology
  - 3. Quality of work plan
  - 4. Feasibility of proposed schedule
  - 5. Proposer's relevant experience
  - 6. Project team qualifications and experience
  - 7. Base system suitability
  - 8. Compliance with technical requirements

### **7-2 CLARIFICATIONS ON PROPOSALS**

- A. WSDOT may choose to ask for clarifications on proposals. Such questions will be given to Proposers in writing.

### **7-3 EVALUATION OF ORAL PRESENTATION AND CLIENT SITE VISIT**

- A. The Proposers in the Competitive Range will be invited to make oral presentations and arrange for visits to client sites.

### **7-3-1 Oral Presentations**

- A. WSDOT will contact Proposer(s) to schedule a date, time, and location for oral presentation.
- B. Oral presentations will be limited to three hours and thirty minutes (3:30 hrs), of which two hours (2 hrs.) will be for the Proposer's presentation and an hour and a half (1.5 hrs) for questions from the interview team to the presenters. The presentation shall be made by the personnel who would be involved in the performance of the contract
- C. Presentation shall include an overview of the proposed approach, project methodology and controls the Proposer intends to use to successfully manage and control this project. Proposer should include why the work plan, schedule, and deliverables are right for this project. Proposer should reference recent relevant successful projects.
- D. Commitments made by the Proposer at the oral presentation, if any, shall be considered binding.

### **7-3-2 Client Site Visits**

- A. Selected Proposers shall arrange a visit of members of the evaluation team to a client site.
- B. The site shall be as mutually agreed to by Proposer and WSDOT, considering relevance of the site and ease of travel.
- C. Proposer shall identify similarities and differences between the site system and that proposed for the TCCS.
- D. Proposer shall arrange for adequate opportunity for direct discussion between evaluation team and client staff on the current system being presented on the client's site.

## **7-4 NEGOTIATION**

- A. Negotiations will be conducted individually with each Proposer and may include meetings or telephone conversations between individual Proposers and all or part of WSDOT's evaluation team, or written correspondence between WSDOT and the Proposer. However, oral representations by either WSDOT or a Proposer, while useful and necessary to progress the course of the negotiations, shall not be considered binding in any regard.
- B. In the course of negotiations, WSDOT will attempt to advise each Proposer of all weaknesses, deficiencies or excesses in the Proposal which were identified by WSDOT.

- C. During negotiations, WSDOT will notify Proposers in writing of the time at which negotiations will close.

#### **7-5 SCORING AND SELECTION FOR AWARD**

- A. After receipt, Best and Final Offers, evaluation of written proposals, references, presentations, client site, and costs will be combined to determine the the ranking of Proposals. Unless all Proposals are rejected, the highest ranked Proposal and Proposer will be selected for award, and notice of intent to award will be sent to the selected Proposer. Following the final approval of the proposal, originals of the contract document will be forwarded to the successful Proposer for execution by the Proposer to be signed.

#### **7-6 NOTICE TO UNSUCCESSFUL BIDDERS**

- A. The following information will be provided to unsuccessful Proposers after the award of contract:
  - 1. The number of Proposals received by WSDOT.
  - 2. The name and address of the successful Proposer.
  - 3. The total Contract price
  - 4. Name of all Proposers who submitted a Best and Final Offer and their numerical ranking.

#### **7-7 SINGLE PROPOSER – COST AND PRICE ANALYSIS**

- A. If only one responsive and responsible Proposal is received, WSDOT may conduct a price or cost analysis, or both, of the Proposal to assess whether the prices offered by the Proposer are fair and reasonable. A price analysis is the process of examining and evaluating a prospective price without evaluation of the separate cost elements. A cost analysis includes the appropriate verification of cost data, the evaluation of specific elements of cost, and the projection of the data to determine the effect on price. If so requested by WSDOT, the Proposer shall promptly submit cost data and related information on a form provided by WSDOT. WSDOT may choose to have its independent auditors perform an audit of the Proposer's cost data, and the Proposer shall cooperate with WSDOT and make personnel and cost information available to the auditors. Allowability of costs will be determined in accordance with the Federal Acquisition Regulations. WSDOT may negotiate with the single Proposer and request a Best and Final Offer, before requesting detailed cost data for a cost analysis.

END OF SECTION 7